

WALTERS STATE COMMUNITY COLLEGE INTERDEPARTMENTAL TRANSFER REQUEST

	A	B	C	D	E	F
<u>Department Providing Goods/Services:</u>						
	Name	Fund Code	Organization Code	Revenue Account Code	Program Code	Total Amount
1)	_____	_____	_____	_____	_____	\$ _____
2)	_____	_____	_____	_____	_____	\$ _____
3)	_____	_____	_____	_____	_____	\$ _____

<u>Department Requesting Goods/Services:</u>						
	Name	Fund Code	Organization Code	Expense Account Code	Program Code	Total Amount
1)	_____	_____	_____	_____	_____	\$ _____
2)	_____	_____	_____	_____	_____	\$ _____
3)	_____	_____	_____	_____	_____	\$ _____

Purpose of purchase/event details/attendees

	Goods/Services to be provided	Quantity	Unit Price	Amount
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____

Approvals:

Requested by: _____ Date: _____
Requestor

Approved by: _____ Date: _____
Administrative Head

Approved by: _____ Date: _____
Vice President for Requesting Department

Authorized by: _____ Date: _____
Vice President for Business Affairs (*food purchases or amounts over \$500*)

Authorized by: _____ Date: _____
President (*food purchases or amounts over \$5,000*)

Approved by: _____ Date: _____
Purchasing Agent

Instructions for Completing Form

This transfer request form should be completed and processed for interdepartmental goods/services. All necessary approvals should be obtained **prior** to receiving goods/services. This form should be submitted via DocuSign for necessary approvals.

Department Providing Goods/Services: This section is to be completed with the revenue FOAP for the department providing the goods/services. This information can be obtained from providing department. Account codes should be begin with 5 and program codes should be 100.

Department Requesting Goods/Services: This section is to be completed with the expense FOAP for the department requesting the goods/services.

Column A: Enter the name of the Organization.

Column B: Enter the six-digit Fund code.

Column C: Enter the five-digit Organization code.

Column D: Enter the five-digit Account code.

Column E: Enter the three-digit Program code.

Column F: Enter the total dollar amount that should be posted to each FOAP line. This should reconcile to the total of the line items provided.